

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 13**

**KIRTLAND AIR FORCE BASE
Supplement 1
30 MAY 1998**



Supply

**USAF SUPPLY MANUAL STANDARD BASE
SUPPLY CUSTOMER'S GUIDE**

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AFMAN 23-110, Vol. 2, Part 13, March 1998, is supplemented as follows:

This supplement applies to all customers supported by Base Supply, but does not apply to Air National Guard units.

1.3.1.1. (Added) Hours of operation are 0715 to 1600, Monday through Friday, with the following exceptions:

(1) Base Gasoline Service Stations:

Station A (West side) 24 hours per day

Station B (East side) 24 hours per day

Fuels Storage Facilities:

Monday through Friday 0700-2330

Saturday, Sunday, and Holidays 0900-1730

(3) Fuels Distribution Facilities:

24 hours per day, 7 days a week, including holidays

(4) Base Service Store/Tool Issue Center:

Monday through Friday 0730-1200

(5) Individual Equipment Unit

Monday through Friday 0730-1300

(6) Remote Processing Station (Computer Room)

Monday through Friday 24 hours a day

(7) Micap

Monday through Friday	24 hours a day
Saturday	0700-1600
Sunday	On Call

1.9. Organizations requesting new organization codes for supplies and equipment will use KAFB Form 219, **Establishment of Organization Record**, (available on Kirtland Web Page). The organization commander must request, in writing, if the organization will make additions, changes or deletions to organization records already established. The written request must identify the requesting organization and must include organization code, shop code, office symbol, and phone number.

1.10.5.1. The commander's request must list organization representatives withdrawing property from Defense Reutilization and Marketing Office (DRMO). If the item selected for withdrawal is determined to be an equipment item (ERRC NFx/NDx), only the equipment custodian can request and finalize an issue. Organization representatives, who have viewed and or selected DRMO property for withdrawal, must hand carry the DRMS Form 103, **Defense Reutilization and Marketing Service**, to the Base Supply Requisitioning Unit for further processing and additional instructions.

1.12.2. 58 SOW units will process Quality Deficiency Report/Material Deficiency Report, (QDR/MDR) exhibits through their respective Base Supply Dedicated Supply Unit, (DSU). Send all other QDR/MDR exhibits to the Base Supply Inspection Section in building 1015 for processing.

1.17.1. Contact the 377 LG/LGSPT, Training Section, 846-9325/9326, for available training classes and scheduled dates.

3.3.4. (Added) The use of (SF) 44, **Purchase Order-Invoice Voucher**, is waived.

3.7.1. Note: The unit bench stock monitor will not input routine bench stock replenishment requests over a remote terminal as the 50 percent or below level is reached.

3.7.2. Note: The Chief of Supply (COS) will not waive the Bench Stock Support Section weekly walk-through requirement.

3.7.3.3. Customers will fill out the AF Form 465, **Bench Stock Inventory**, weekly and send it to the Bench Stock Support Unit (BSSU). The BSSU monitor will process Bench Stock issue request. Warehouse personnel will deliver issued property to on-base customers who will perform binning actions.

3.20.1. The Logistics Group Commander or equivalent must sign requests for additions, changes or deletions for Special Purpose Recoverable Authorized Maintenance (SPRAM) assets. Forward the request to 377LG/LGSCS.

4.3. Off-base organizations will participate in this program to the maximum extent possible, considering location, transportation and cost effectiveness. Off-base activities, which do not participate in this program, must justify the reason they will not participate and obtain a written waiver from the 377LG/CC.

4.4.2.1. Contact the Pick-Up and Delivery Section (LGSDS) within Base Supply to arrange for additional or special pickups.

4.4.2.3.1. Organizations generating small amounts of serviceable XB3 or NF1 turn-ins will deliver items directly to Base Supply.

4.7.1. The SBSS is selected as Automated Data System (ADS) for processing hazardous waste disposal transactions.

5.5.1.1. Each day Base Supply personnel will send two copies of the Priority Monitor (D18) Report for Urgency of Need Designator (UND) A due outs to the organizations for review. Base Supply will send two copies of the D18 for UND A&B due-outs to the organization for review.

6.4. 58th Special Operations Wing (SOW) units will process due in from maintenance (DIFM) assets through their respective DSU's. The Inspection Section located in building 1015 will process all other DIFM transactions.

6.5.2. DSUs should actively monitor the repair cycle asset management list (D23) for unsatisfactory status and discrepancies between DIFM details and physical asset accountability for 58 SOW units. The Inspection Section monitors all other organizations.

6.8. 58 SOW units will process QDR/MDR exhibits through their respective DSUs. All other organization's QDR/MDR exhibits will be sent to Base Supply Inspection for final processing.

6.10. The Aircraft Maintenance Support Section (AMSS) DSU is the point of contact for all-time change requirements.

6.11. AMSS DSUs are the supply point of contact for all Time Compliance Technical Order (TCTO) requirements.

8.14. Custodians may request relief from responsibility or accountability for property lost, damaged or destroyed by other than fair wear and tear by submitting DD Form **Financial Liability Investigation**, of property loss or a memorandum to 377 ABW/XP, Wing Plans.

8.23.3. The use of AF Form 601 **Equipment Action Request**, is preferred for these requirements.

9.4.3.2. Appoint, in writing, a primary and alternate SPRAM custodian (name, rank, office symbol and phone). Forward the memorandum to 377 LG/ LGSCS.

9.4.3.2.2. Contact Base Supply Training Office (377 LG/LGSP) to request SPRAM custodian training.

9.4.4.10. The Logistics Group Commander or equivalent must sign and forward any requests for additions, changes, or deletions of SPRAM transactions to 377 LG/LGSC.

9.5. Form Prescribed: KAFB Form 219, **Establishment of Organization Record.**

JOCK A. TRAFTON, Colonel, USAF
Commander, 377th Logistics Group